



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: December 13, 2016

DATE: November 1, 2016
TO: Board of County Commissioners
FROM: Don Jeppson, County Building Official, Community Services Department, 328-2030, dcjeppson@washoecounty.us
THROUGH: Dave Solaro, Arch., P.E., Director, Community Services Department
SUBJECT: Recommendation and possible action to approve a retroactive Change Order for TruePoint Consulting in the amount of \$59,400 for Consulting Services already provided for Scripting and Report Development to the Building and Safety Division, Community Services Department, for the Accela Regional License and Permit Program during the project's October 31, 2016, go-live date and the post support period immediately thereafter as directed by the Management Oversight Group. (All Commission Districts.)

SUMMARY

This item recommends approval of a Change Order in the amount of \$59,400 for TruePoint Consulting to provide Consulting Services to the Building and Safety Division, Community Services Department for the Accela Regional License and Permit Program.

Washoe County Strategic Objective supported by this item: Proactive economic development and diversification.

PREVIOUS ACTION

On June 17, 2014, the Board of County Commissioners (Board) approved the Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program between the County of Washoe, the City of Reno, the City of Sparks, and the Washoe County Health District. The Agreement set forth the governance structure and implementation of a Regional License and Permit Program, effective through June 30, 2020 with automatic renewals beginning July 1, 2020 unless otherwise terminated as per the Agreement. The Board also approved the Washoe County Business License and Permits System Contract between Washoe County and Accela, Inc. for a Regional License and Permit Program in the amount of \$1,580,074.66 with a total project budget of \$1,667,444.32, which included the Accela contract and 5.5% contingency fund.

On March 8, 2016, the Board approved a change order in the amount of \$148,000 from the Regional License and Permit Program vendor, Accela, to extend the program's contract until the project was ready to go live.

On March 8, 2016, the Board approved a change order in the amount of \$54,000 from TruePoint Consulting to provide Consulting Services for Scripting and Report Development to the Building and Safety Division, Community Services Department, for the Accela

AGENDA ITEM # 7.E.2

Regional License and Permit Program as directed by the Management Oversight Group. The additional work was required based on the extension of the original go-live date from August to October.

BACKGROUND

As noted in the Previous Action section of this staff report, the Board approved a contract with Accela, Inc. for the regional license and permit program at their June 17, 2014 meeting. Washoe County is the contracting agency for the regional license and permit program. At the March 8, 2016 meeting a separate item for a proposed Change Order to Accela for continuing the project until a new go live date included details concerning the contract and its fiscal implications.

The Washoe County Building and Safety Division operates as an enterprise fund, and staff costs are directly associated with building permit revenue. Consequently, the Division has been unable to dedicate the required staff resources for the Accela project on top of increasing permit applications. The Division planned for the use of outside assistance in order to meet project tasks and time lines. The Building Division used enterprise funding to hire TruePoint Consulting to assist the Division in meeting its project's tasks, and a purchase order was subsequently issued to TruePoint Consulting in the amount of \$89,940.00 on May 22, 2015.

During the go live period just prior to October 31st and in the following weeks the Building Division utilized the services of TruePoint to assist in actual go live support. This additional support was over and above the costs provided by TruePoint for the services necessary to assist the division for go live, and require additional funding. Per County policy, change orders for professional services greater than \$10,000 or 10% of the original contract must be approved by the Board.

FISCAL IMPACT

If approved, Purchase Order Number 550000019803 issued to TruePoint Consulting on May 22, 2015 will be increased by \$59,400. The value of the purchase order will increase to \$203,340. Funding for the change order is available in the FY17 Building & Safety Enterprise Fund budget, Cost Center Number 600011-710100.

RECOMMENDATION

It is recommended that the Board approve a retroactive Change Order for TruePoint Consulting in the amount of \$59,400 for Consulting Services already provided for Scripting and Report Development to the Building and Safety Division, Community Services Department, for the Accela Regional License and Permit Program during the project's October 31, 2016, go-live date and the post support period immediately thereafter as directed by the Management Oversight Group.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve a retroactive Change Order for TruePoint Consulting in the amount of \$59,400 for Consulting Services already provided for Scripting and Report Development to the Building and Safety Division, Community Services Department, for the Accela Regional License and Permit Program during the project's October 31, 2016, go-live date and the post support period immediately thereafter as directed by the Management Oversight Group."